King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 2 **Physical Plant**	
2.01.002 - Maintenance and Code Compliance	Approved By:	Director Allen Nance
	Effective Date:	January 07, 2026
	Reviewed By:	PRC, ADA Coordinator
Distribution:	Review Date:	December 10, 2025

Purpose
To outline procedures for ensuring building and fire code standards, statutory, and regulatory compliance in all maintenance, repair, renovation and constructions activities.

Policy
It is the policy of the department to ensure the safe, efficient, and accessible operation of facilities by adhering to local, state and federal codes relating to building, accessibility and fire safety and having a comprehensive preventive maintenance plan.

A. General Guidelines

1. The Department of Executive Services, Facilities Management Division (FMD) is responsible for administering and maintaining County-owned buildings, in accordance with the requirements of occupancy codes and local, state, and federal laws.
2. All blueprints and plans for Department facilities shall not be shared or released due to safety and security issues without approval of the Director or designee.
3. Written preventive and emergency maintenance plans shall include a routine maintenance schedule with specific provisions for emergency repairs or replacement in the event of life-threatening emergencies.
4. All utility cut-off controls shall be maintained in working order, allowing FMD staff to shut off electrical, ventilation, and water service in an emergency.
    a. These controls shall be secured from resident/detained youth access.
    b. Locations of these controls shall be clearly identified in emergency plans.
5. Residents/detained youths shall not be allowed access to any mechanical or electrical spaces.
6. Each facility shall have a fire alarm and detection system that is inspected, tested, and approved by FMD staff or contracted professionals so that the facilities remain in compliance with all applicable fire codes.
7. FMD is responsible for:
    a. Maintaining all required documentation showing compliance with all applicable regulations, settlements, statutes, and codes.
    b. Maintaining a record of all variances, exceptions, or equivalencies granted in any area.
    c. Assigning a building engineer who will provide 24-hour coverage for KCCF and on-call coverage for the MRJC and CCFJC to operate the building's controls and the Divisions shall be supplied with a means of contact the building engineer at

all times.

1) At the Adult Divisions, this information will be supplied to Central Control.
2) At the Juvenile Division, this information will be supplied to the corrections supervisors.

B. Inspections

1. DAJD will work in conjunction with FMD to ensure all necessary inspections are completed on an agreed upon schedule.

C. Maintenance

1. At the Adult Divisions, the Maintenance & Supply (M&S) sergeants shall ensure uniformed staff escorts for FMD employees, contractors, inspectors, etc., when required.
2. The M&S unit shall:
   a. Prioritize requested maintenance to be completed with an emphasis on protecting life-safety systems.
   b. Ensure accessible facilities and equipment are properly maintained and repaired in a reasonably prompt period of time.
   c. Coordinate with the FMD Building Operations Supervisor to establish schedules for maintenance and escorts.
3. At the Juvenile Division, the corrections supervisors will ensure uniformed staff escorts for FMD employees, contractors, inspectors, etc., when required.
4. Only those FMD employees possessing department-issued identification shall be allowed unescorted access to any facility.